

# Missouri Department of Health and Senior Services

## Child and Adult Care Food Program

### Updating Application Forms

Your online application sheets may have missing or out of date information. You are responsible for going into the web-based system and completing or updating your application forms as information changes. Please review your application and make any necessary corrections. **Make updates at least a day or two before you submit your online claim. We have to approve the updated application before you can claim.**

 *Remember – In this web-based system, an independent center is considered a **Sponsor** of one center! You will have a Sponsor Information Sheet and a Center Information Sheet to update.*

### Basic Updating Steps

1. Log in and choose 2006 program year.
2. The Sponsor Summary Sheet is displayed with a status of approved.
3. Click the Applications tab.
4. Click the word Revise to the right of Sponsor Information Sheet.
5. Review entire form.
6. Highlight fields with incorrect information or blank fields that need information. Type in changes.
7. Fields 44 and 45 are questions that were not asked on last year's application. Even if you don't have any other corrections, you need to answer these questions.
8. After all corrections are made, scroll to bottom of page, check the box to submit the application form to DHSS for approval, and click Submit.
9. If errors are found, correct as you do with claims.
10. If no errors are found, the Post Confirmation Sheet will show status of Pending Approval.
11. Click here to return to Sponsor Summary Sheet.
12. Click Revise to the right of Center Information Sheet.

13. Make necessary changes and submit as you did with Sponsor Information Sheet.
14. Important! If you click Submit without checking the box, the application changes will not be submitted to DHSS.
15. Return to the Sponsor Summary applications page until you see the status of approved.

## **Common Revisions Needed**

Remember to revise your application through the year when any changes happen, but especially when the following changes happen:

- Change of license number.
- Change in effective date and expiration date of your license.
- Change in license capacity.
- Any changes in key staff:
  - If employees with access to the web-based system leave your organization, call us immediately so we can revoke their access.
  - If you have new employees, complete a network user access form for each staff person.
- Changes in meals served.
- Changes in e-mail address, fax or phone number

If these changes are not reported, you may not be able to file your claim.

Question concerning the web-based system or any other CACFP issues may be answered by looking on the CACFP website at: [www.dhss.mo.gov/cacfp](http://www.dhss.mo.gov/cacfp), emailing [cacfp@dhss.mo.gov](mailto:cacfp@dhss.mo.gov) or by calling 1-800-733-6251.